



# KENTUCKY PERSONNEL CABINET



KENTUCKY EMPLOYEES' HEALTH PLAN  
501 HIGH STREET, 2ND FLOOR  
FRANKFORT, KENTUCKY 40601  
WWW.KEHP.KY.GOV

KEHP MEMO 18-04

To: KEHP Billing Liaisons

FROM: Department of Employee Insurance

RE: Mandatory ACH Payments Effective July 1, 2018

DATE: March 23, 2018

Effective 7/1/2018, the Department of Employee Insurance (DEI) will require all agencies to pay monthly premium payments via Automated Clearing House (ACH). ACH is a free and convenient service offered to our agencies. It is an easy and efficient method of payment, which will reduce the number of payment issues for both the payer and the recipient.

Billers Direct has been updated to make ACH payment the default payment method (see screenshots below).

Please note you may continue to select check/wire for your payments until 7/1/2018.

**List of Open Bills**

1. Select all bills that you would like to pay: Find Bills

| Bill Description                       | Due          | Billed Amount | Open       | Payment Amount | Action |
|--|--------------|---------------|------------|----------------|--------|
| <input type="checkbox"/> Admin Fees    | Nov 30, 2017 | USD 66.24     | USD 66.24  |                |        |
| <input type="checkbox"/> Life Premiums | Nov 30, 2017 | USD 141.98    | USD 141.98 |                |        |
| Grand Total                            |              |               | USD 208.22 | USD 0.00       |        |
| Credits                                |              |               | USD 0.00   |                |        |
| Total Net Payment Amount               |              |               | USD 208.22 | USD 0.00       |        |

Credits displayed can be refunded via submission of the [refund request form](#).

2. Select the payment method you want to use. You are paying with

☒ ACH Payment (Recommended) Main Account ☐ Check/Wire

Enter Your ACH Payment Date:  
ACH Payment Date:

3. Choose *Continue* to check and confirm your payment.

**Questions or Comments?**

**\*ATTENTION BILLING LIASONS: DEI WILL BE REQUIRING ACH PAYMENTS EFFECTIVE 7/1/18**

Health/FSA/Life Billing Questions: Contact the Premium Billing Branch at (502) 564-9097.  
Business Hours are 7:30 am to 4:30 pm EST, Monday through Friday.

It is extremely easy to set your agency up to pay via ACH. First, go to Biller Direct and select Bank Data. Next, you will click edit and enter the required bank information fields. You can add multiple bank accounts and can select which account you would like to use to pay for Health, FSA, Life and Administrative Fees. Once this has been completed, you may submit ACH payments.

We will continue to accept personal checks from members who are on LWOP or who are in jeopardy of being terminated for non-payment of premiums. However, all other personal checks must be made payable to the employer, not to KGLI, KEHP or the KY State Treasurer. The employer will deposit the personal check(s), and then submit the individual payment(s) with the employer's overall total ACH payment.

Boards of Education, please note we will no longer accept lump-sum payments to cover employee premiums due for the whole summer. You must work each summer month as an individual month and only pay what is billed for that month.

If for any reason your agency has a policy against ACH payments, you must provide written notification stating the reason why you cannot pay by ACH. The notification must come from the Director of Finance or the Chief Financial Officer. If you have questions or concerns, please contact your Premium Billing Representative at 502-564-9097.

Thank you,

Department of Employee Insurance  
Premium Billing Branch